



Techno-Consult International WATER DIVISION



6th January 2015

TO WHOM IT MAY CONCERN

This is to certify that Mr. Shakeeb Memon S/O Sikandar Ali holding CNIC # 41303-6318429-7 is working as Assistant Resident Engineer on Karachi Water & Sewerage Board Project "Greater Sewerage Plan (S-III)" with effect from 26th November 2014 our organization.

He is fully conversant with his job.

He has good rapport with his colleagues.

(Muhammad Iqbal)

- PS to (Director Water Division)
For M/s Techno-Consult Intl

JAPANESE ASSISTED RURAL ROADS CONSTRUCTION PROJECT-II (SINDH) LOAN NO:PK-P60

Ref No: Kasal/Sica/213

March 5, 2013

TO WHOM IT MAY CONCERN

It is certified that Mr. Shakeeb Memon S/o Mr. Sikander Ali Memon has worked with our organization as **Assistant Resident Engineer** since January, 2011 to October, 2012. He is posted at Rural Road Construction Project (Phase-II) in Thatta & Hyderabad Districts. During the job, he was found punctual, hard working and technically sound.

We wish him success in his future career.

for Katahira & Engineers Int'l
In association with
Techno Consult Int'l

(S. Kazim Mehdi)
Deputy Team Leader

PROJECT OFFICE: Techno-Consult International, 37-K, Block-6, P.E.C.H.S, Karachi, 75400, Pakistan Tel: (92-21)3453-0630/31/31 Fax: (92-21)3453-0630/31/31 E-Mail: email@techno-consult.international Web Site: www.techno-consult.com	SITE OFFICE HYDERABAD: Katahira & Engineering International In Association with Techno-Consult International, House # 148, (Korae House) Mid-Land Banglows, Qashmabad, Hyderabad Tel: (022) 2651 799 E-Mail: tel@hyderabad@techno-consult.com	SITE OFFICE SUKUR: Katahira & Engineering International In Association with Techno-Consult International, Rural Road Construction Project - II House No. 22-A, Government Employees Cooperative Society Opposite: Jangro Flea Market Shikarpur Road, Sukkur, Tel: 071-5630523	KEI HEAD OFFICE: 1-14-1 Shinjomi, Chuoh-ku Tokyo, Japan Tel No. -81-3-6280-3500 Fax No. -81-3-6280-3501/2 E-mail add: kei-tokyo@katahira.com www.techno-consult.com
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Sd/- NKB/Ho/Ex/P/139/11

Date: 03-01-2011

TO WHOM IT MAY CONCERN

Mr. Shakeel Memon has worked with us from 01-08-2009 Till-to-date. Our firm M/s Niaz Muhammad Khan & Brothers is a professional Engineers. Consultant Architects, Town Planners and Civil Contractor private firm, offering services to private as well as public sectors. Mr. Shakeel Memon works with us as Project Manager.

I personally found Mr. Shakeel Memon a dedicated and dynamic professional, having lot of initiative and grit to handle challenging assignments. He performed well as leading member of the construction team.

During his job I have watched him closely for his performance. Their performance evaluation reports reveal him a responsible, hard working and devoted worker, with a professional and innovative thinking.

We wish him success in his future.



NIAZ MUHAMMAD KHAN & BROTHERS.
ENGINEERS & CONSTRUCTORS



M/S NIAZ MUHAMMAD KHAN & BROTHERS **E n g i n e e r s & C o n s t r u c t o r s**

Head Office:
Shah Makki Road
Karicha Qilla, Hyderabad.
Tel: 022-2782359, 2728031
Fax: 022-2780383
E-mail: nkb_hyd@yahoo.com

Branch Office Karachi:
Flat # 406, Best Homes,
Clifton Block-2, Karachi.
Mob: 0321-8221999

Branch Office Quetta:
73-A, Chiltan Housing Scheme,
Air Port Road, Quetta
Tel: (081) 2836151, 2880977
Fax: (081) 2836359

Branch Office Islamabad:
Flat # 106, Executive Suites
F/11 Markaz, Islamabad.
Ph # 051-2297644

SINDH ROAD SECTOR DEVELOPMENT PROGRAMME

ADB LOAN NO. 1892, 1893 PAK (SF) & OPEC 899-P

LCB CONTRACT: MIRPURKHAS RESIDENCY


Ref.

Date.

TO WHOM IT MAY CONCERN

This is to certify that Mr. Shakeeb Ahmed Memon has worked on ADB Sindh Road Sector Development Programme, under Mirpurkhas Residency, as a Site Inspector, on behalf of ABM consultants from 1st January 2008 to 31st December 2008 and on behalf of ECIL consultants from 1st January 2009 to 31st May 2009.

During his stay with us, we found him hardworking, dedicated to his work and good Engineer. We wish him the best in his future endeavours.


Khalid Mehmood Khuhawar
Resident Engineer
Mirpurkhas Residency.

REVAMPING / REHABILITATION OF IRRIGATION & DRAINAGE SYSTEMS IN SINDH

Bungalow No: F-38, Block-8, Clifton, Karachi
Ph # 021-5861292, 5860575, Fax # 021-5869987
E-Mail Addresses: rrids_pm@yahoo.com


REF:NO.RRIDS-AD-01/PM/ADMN/08/.396
Dated: JULY 24, 2008

TO WHOME IT MAY CONCERN

It is hereby certified that Mr. Shakeeb Memon has worked as Surveyor from May 13, 2005 to March 20, 2006 on the role of M/S. National Development Consultant Lahore on A Joint Venture Project of Revamping/Rehabilitation of Irrigation & Drainage Systems in Sindh Project.

He was promoted as Junior Engineer since March 21, 2006 to December 31, 2007 worked with M/S. Engineering Consultants International (Pvt.) Limited, Karachi a Joint Venture Project of Revamping/ Rehabilitation of Irrigation & Drainage Systems in Sindh Project.

He has gained sufficient experience.


(Muhammad Idris Rajput)
Project Manager,
RRIDS-Project,
Karachi.

Irrigation & Drainage Consultants – Joint Venture



National Development Consultants, Lahore.



Engineering Consultants International (Pvt.) Limited, Karachi.



Engineering Associates, Karachi.



Sardar Muhammad Ashraf D. Baluch Pvt. Ltd.

CIVIL ENGINEERS & CONTRACTORS

Reg. No. 1111/1111/1111

Date: 03-01-2005

Experience Certificate

This is to certify that MR SHAJIB AHMED MAMON has worked as a Site Engineer / Site Incharge with our organization w.e.f. February 2002 to January, 2005.

As a team member he is found a practical, hard working and Co-operative and possess adequate skills about Roadwork, water supply, sewerage, Site Base and Base Course and Surface Treatment as per site requirements.

We wish him all the success.


PROJECT MANAGER

HEAD OFFICE:
5TH FLOOR, PANORAMA CENTRE,
BUILDING NO. 2,
RAJA GHAZANFAR ALI KHAN ROAD,
SADDAR, KARACHI.
PH: 5682256-5682436
FAX: (92-21) 5683943

KARACHI
D-54, BLOCK-4
FEDERAL "B" AREA,

SUKKUR
233, MILITARY ROAD,
PH: 60470

ISLAMABAD
HOUSE 73, STREET 45,
SECTOR F-10/4,
TEL : 2211347

FORM "D"

See Rule 5(1) (a)

FORM OF CERTIFICATE OF PERMANENT RESIDENCE IN THE
PROVINCE OF SINDH FOR THE PURPOSE OF
RECRUITMENT TO THE PUBLIC SERVICE OF SINDH.

Certificate

I hereby certify that for the reason given below:

Name SHAKEEB MEMON S/o - D/o SIKANDER ALI

Has his/her permanent residence in (Address) FLAT NO. C/14

HIRABAD HYDERABAD (Here enter reason)

HYDERABAD CITY District in the Pro 6

This Certificate is granted for the purpose of recruitment
services in Sindh.

(Here enter reason)
For Service URBAN

(DR. AFTAB KHAN)
EXECUTIVE DISTRICT
AUTHORISED OFFICER

Place: HYDERABAD.

Dated: 15-2-00



PAKISTAN ENGINEERING COUNCIL

Serial No.: 90075
Form PEC-4

Registration No : CIVIL/24742

Date of Registration : Oct. 11, 2004



CERTIFICATE OF REGISTRATION

UNDER

PAKISTAN ENGINEERING COUNCIL ACT 1976

This is to certify that Engr. SHAKEEB
son/daughter of SIKANDAR ALI MEMON born on April 16, 1978
resident of Ward. # 2 Wadera Moh: C/o. Wadero Late Muntaz Memon City
N. Feroze Tal: N. Feroze.
present postal address Flat. # C/14 Madina Flats 3rd Floor Behind Capri Cinema
Hirabad Hyderabad.
has been registered as Professional Engineer at Serial No. CIVIL/24742
the Register of Pakistan Engineering Council with following particulars:—

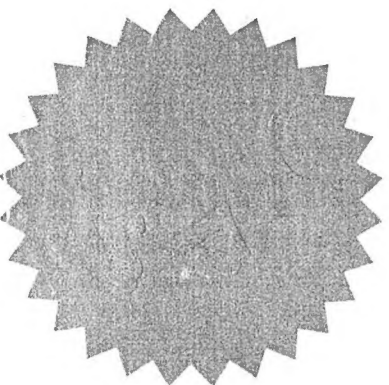
Qualifications : =B. E. (CIVIL) / 2004-QUEST, NAWABSHAH=

Professional Affiliation
with status :

Specialisation/
Training/Attainments :

Date of issue

Oct. 11, 2004




Registrar

Pakistan Engineering Council,
G-5/2, Islamabad.

Note: This registration certificate is valid until 31st December 2004 unless renewed further on form PEC-5.
This Certificate is the property of the council, returnable on request or de-registration.

Quaid-e-Awam University of
Engineering, Science & Technology,
Nawabshah, Sindh, Pakistan.



Degree of
Bachelor of Engineering

Mr./Ms. Shakeeb 96 Sikandar Ali Memon
has pursued a course of study prescribed by this University for the
Degree of Bachelor of Engineering Civil in the Faculty of
Engineering and has passed the requisite examination held in the
year 2002 having secured First Division.

It is hereby certified that he/she has this day been duly admitted to the
Degree of Bachelor of Engineering Civil in this
University.

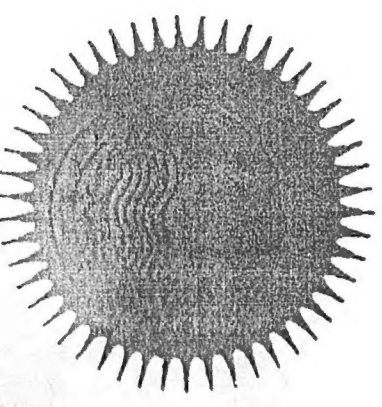
Controller of Examinations

Registrar

Vice-Chancellor

Nawabshah,

Dated 10-04-2009



**QUAID-E-AWAM UNIVERSITY
OF
ENGINEERING, SCIENCE & TECHNOLOGY
NAWABSHAH SINDH PAKISTAN**

ORIGINAL

Book No. 16

Certificate No. 1571



This is to certify that Mr./M^{rs}. Shakeel

9/a/ Dto Dikandass M^e. Memon with ID. No. 97CE84

has passed the Bachelor of Engineering Examination
in Civil Engineering of this University held in
Feb/ March 2002.

He/She has secured First Division with 60.50 Percentage of Marks.
Date of declaration of result 25-6-2002.

CONTROLLER OF EXAMINATIONS

Nawabshah, Dated: 28-6-2004.

Note: The University reserves the right to issue any correction
in the result, if any mistake is detected later.

SCIENCE & TECHNOLOGY
NAWABSHAH, SINDH
PAKISTAN



Department of Civil Engineering

APPEARANCE CUM CHARACTER CERTIFICATE

This is to certify that Mr. S/o. S/o. S/o. SHARIF MEMON.

SIKANDAR ALI MEMON. bearing roll No 970E84

is appearing / appeared in second term, final year CIVIL

Engineering Examination.

As per his / her previous performance, he / she is expected to pass in first division.

He / She bears a good moral character.



CHAIRMAN
16.02.2002.

Dated: 16.02.2002.

Board of Intermediate & Secondary Education
HYDERABAD, SINDH.

Certificate No. 0044419



Group: PRE-ENGINEERING
Seat No. 51419



Higher Secondary Certificate Examination

Annual/Supplementary 1996

This is to certify that SHAKEEB

Father's Name SIKANDAR ALI MEMON

Student of GOVT. COLLEGE QASIMABAD HYDERABAD

Passed the Higher Secondary Certificate Examination of the Board of Intermediate
& Secondary Education Hyderabad held in the month of MAY/JUNE 1996

The Candidate was placed in

Grade A

The Examination was taken as a whole / in parts

Dated 13 AUG 2011
Hyderabad, Sindh.

Controller of Examinations

Secretary

Certificate No: 5 067993

SINDH

GROUP: ENGINEERING
PRE: ENGINEERING

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION HYDERABAD



MARKS CERTIFICATE

HIGHER SECONDARY CERTIFICATE PART I - II (CLASS XI - XII) ANNUAL
EXAMINATION 1996

(INTERMEDIATE) HELD IN THE MONTH OF MAY/JUNE 1996

NAME: SHAKEEB

FATHER'S NAME: SIKANDAR ALI

SURNAME: MEMON

SEAT NUMBER 51419

COLLEGE: 9. GOVT. COLLEGE QASIMABAD.
DISTRICT: HYDERABAD.

	English		Paper - I	Paper - II	US=Urdu Salis U=Urdu -I	S=Sindhi U2=Urdu=II	Islamic Education C=Civics For Non Muslims	Pakistan Studies	Physics		Chemistry		Biology		Mathematics Paper - I	Mathematics Paper - II	Grand Total		
									Paper - I	Paper - II	Paper - I	Paper - II	Paper - I	Paper - II					
Max. Marks:	100	100	100	100			50	50	75	25	75	25	75	25	75	25	1100		
Min. Marks:	33	33	33	33			17	17	25	08	25	08	25	08	25	08			
Marks Obtained	64	59	81	89	42	45	56	20	57	21	54	24	56	22	XX	XX	57	78	0825

Total Marks (in words)

EIGHT HUNDRED TWENTY FIVE

GRADE A

HYDERABAD SINDH

Dated: 15/10/96

Prepared by

Read by

Checked by

CONTROLLER OF EXAMINATIONS

BOARD OF INTERMEDIATE & SECONDARY EDUCATION SUKKUR (SINDH)

CERTIFICATE : SSC

A A 044152

BOOK NO. A A 442



GROUP : SCIENCE

MARKS CERTIFICATE

GRADES		Division	
A-1	680 marks and above	First Class	60% & above
A	595 to 679	Second Class	45% to 59%
B	510 to 594	Third Class	33% to 44%
C	425 to 509		
D	340 to 424		
E	281 to 339		

Certificate showing the number of marks secured by the candidate

Mr./Miss.

Shakeeb

S/o

Dikran Lal Ali

Sur name

Chemon

of Govt.

High

School

Chiferoze

District

Chiferoze

under each head of passing at Secondary School Certificate Part I-II (Class IX & X) Annual/Supplementary Examination 1994 held in the month of May 1994

HEAD OF PASSING																					
SEAT NO. 85368	COMPONENT - I						COMPONENT - II						Elective Maths	Grand Total	Pass/Fail	Grade/Class	Distinction	COMPONENT-III			Remarks
	English		Sindhi/Urdu-I	Urdu(s)/Urdu-II/Asan/Sindhi	Pakistan Studies	Islamiat/Civics/Akhlaqiat	Biology		Physics		Chemistry							Subject	Marks out of 250	Grade	
	Paper - I	Paper - II					Theory	Practical	Theory	Practical	Theory	Practical									
Maximum Marks	75	75	75	75	75	75	75	25	75	25	75	25	100	850							
Minimum Marks	25	25	25	25	25	25	25	08	15	08	25	08	33								
Marks Obtained	58	43	51	51	49	49	42	16	38	25	34	25	54	535	Pass	B					
F/C																					

Total Marks (In words)

Five Hundred thirty five only

NOTE :

- Errors and omissions excepted and can be rectified at any time on the basis of original record.
- Indication of failing subjects/papers by a red line or circle is simply for showing the position at a glance. No responsibility shall lie on the Board for any inadvertent omission in this regard. Candidates should see for themselves success or failure in a paper on the basis of marks required and the marks obtained. Candidates should not rely on presumptions.
- 'C' indicates failure condoned in the paper.

Checked by :

1. Read by :

2. Seen by :

SUKKUR, Dated

24-11-96

19

Prepared by :

CONTROLLER OF EXAMINATIONS

APPENDIX A
THE PAKISTAN CITIZENSHIP ACT-1951 (II OF 1951) AND
RULE MADE THE REUNDER: (VIDE RULE-23)

FORM-P-I

CERTIFICATE OF DOMICILE

WHEREAS, SHAKEEB MEMON

SIKANDER ALI

S/o, D/o _____
has applied for CERTIFICATE OF DOMICILE under the Pakistan Citizenship Act-1951
(II of 1951) alleging with respect of himself/herself the particulars set-out below
has satisfied the undersigned that the conditioned laid down in section-17 of the
said Act for the grant of CERTIFICATE OF DOMICILE are fulfilled in the
said _____
Said SHAKEEB MEMON case _____

NOW THEREFORE, in pursuance of the power conferred by the said
Act and the rules made there under this CERTIFICATE OF DOMICILE is issued
to SHAKEEB MEMON

Issued on _____
No PV/DOM/ 1167 OF _____
Date 15-02-2005
HYDERABAD.

(DR. AFTAB ALI MEMON)
EXECUTIVE DISTRICT OFFICER (II) (A)
AUTHORISED OFFICER HYDERABAD

PARTICULARS RELATING TO THE APPLICANT

Full Name SHAKEEB MEMON

Father's Name SIKANDER ALI

FLAT NO. C/14 MADINA APARTMENT HYDERABAD HY

Address in Pakistan XXXXXXXXXX

Address in the country outside Pakistan _____

Place of Domicile: Place HYDERABAD CITY Tehsil HYDERABAD CITY

(Prov/Admn/HYDERABAD (SINDH))

URBAN

BY BIRTH

Date of Arrival in the place of Domicile _____

SINGLE

Married / Single / Widow / Widower _____

Name of Wife or Husband _____

Name of Children and their ages _____

Trade or Occupation JOBLESS
Marks of Identification STAIN IN LEFT EYE



(DR. AFTAB ALI MEMON)

- Construction of road portion/approaches i/c earth work preparation of subs Grade, lying of sub and base.
- Conduct the site survey and service for civil works.
- To hold weekly and monthly progress meeting with consulting and client for attaining required progress of work while maintaining the quality of work.
- To prepare the monthly progress report and to prepare contractor s bills for submission to the consultant.

PROFESSIONAL MEMBERSHIP:

- Pakistan Engineering Council (PEC) Civil/ 24742

COMPUTER SKILLS:

- Window 98 / 2000 / Me / XP
- M/S Office
- Internet Applications

PERSONAL PROFILE:

➤ Father Name	SIKANDAR ALI
➤ Date Of Birth	16-04-1978
➤ CNIC No	41303-6318429-7
➤ Nationality	PAKISTANI
➤ Religion	ISLAM

- Mobilization of construction equipment in sight, to prepare the program (Bar chart) for construction of the work and getting approval and to manage the staff for work execution.
- To coordinate with consultant and client, to assure the progress of work as per schedule, to assure the Quality of work as per specification and upto the satisfaction of the client.
- Carry out the field test i.e Soil investigation a compaction test.
- Conduct the site survey and service for civil works.
- To hold weekly and monthly progress meeting with consultants and clients in attaining required progress of work while maintaining the quality of work.
- To prepare contractor s bills for submission to the consultant

6. Worked as Site Inspector on roll of M/S Engineering Consultant International LTD (ECIL) for the project of A.D.B / Assisted (SRSDP) Sindh Road Sector Development Program Arihar to Gah Khurch via Vehaoo Petha Khuruch & Sinhr-e-Khohi Road No. 41506 Package: 2 & 41501 at Tharparkar 01-01-2008 to 30-05-2009.

JOB RESPONSIBILITIES

- Routine inspection of contractor s road and structure works.
- Monitors & Checking of site measurement carried out by the contractor.
- Agree daily records with the contractor s site staff.
- Witness the testing of materials & workmanship.
- Witness Contract s demonstration of equipment, testing & commission.
- Check about drawing as prepared by the contractor.

7. Worked as JUNIOR ENGINEER” on roll of M/S Engineering Consultant International LTD. (ECIL) for the Project of Revamping / Rehabilitation of Irrigation and Drainage System in Sindh site office Hyderabad from 21-03-2006 to 31-12-2007 JOB Code. 3970.

JOB RESPONSIBILITIES

- Worked as Junior Engineer at right bank in Kotri Barrage Sindh Irrigation and Drainage authority.
- Overall responsibilities for detailed execution and timely completion of work from the time of estimation till the finalization of work and payment to the contractor. Also responsible for detailed checking of each and every bill to the extent of 50%.
- Detail of nature of works under the project involves protection works along main irrigation canals and downstream of head & cross regulators of branches. Repair of road bridges, repair and rehabilitation of irrigation modules, major and minor structural repair along the irrigation systems, earthwork excavation along main canals and branches of irrigation system stone pitching, repair and replacement of gates and other mechanical components of regulators.

8. Worked as Sub-Engineer on role of M/S National Development Consultants (NDC) for the project of Revamping/ Rehabilitation irrigation & the drainage system in Sindh from March 2005 to March 2006.

JOB RESPONSIBILITIES

- Survey and investigation work of irrigation canal and Drains.
- Conducting Pre and Post construction survey of various canals and Branches of the Irrigation.
- Preparing quarterly, fortnightly and monthly progress reports of site work

9. Worked as Site Incharge on roll of M/S Sardar Muhammad Ashraf D. Balouch Pvt. Ltd, since February 2002 to January 2005.

JOB RESPONSIBILITIES

- Mobilization of construction equipment in sight, to prepare the program (bar chart) for construction of the work and getting approval and to manage the staff for work execution.
- To coordinate with consultant and client, to assure the progress of work as per schedule, to assure the quality of work as per specification and upto the satisfaction of the client.

- To receive a request for test and an ICRF sheet from the contractor. To promptly inspect the area or item designated and report upon the quality of workmanship and if it is ready for survey and / or quality testing or, in case of structures whether concrete be placed and report to the R.E and Quality Assurance Engineer.
- To Supervise All kind of **Road Work**.(Asphalt Pavements.Sub base and base course.
- Checking & verifying bill of quantities.

3. Worked as a Senior Engineer on roll of M/S BM Consulting Engineer /G3 Engineering Consultants (PVT) Ltd (J/V) in FLOOD EMERGENCY RECONSTRUCTION PROJECT funded by Asian Development Bank (ADB) since 10 November 2012 to 30-9-2013

JOB RESPONSIBILITIES

- The aforementioned project composed of Raising and Strengthening of river bends & Providing Stone Pitching along ponds, Desilting of Canals, Drains, Rehabilitation and Construction of Regulators, watercourse crossings, VRBs, Open type inlets, Canal crossing bridges, Retaining walls.
- Checking & Help in making Engineer s Estimate, Bid Documents.
- Checking & verifying bill of quantities.
- Preparation of daily, weekly and monthly progress reports.
- Effectively plan, direct, supervise and coordinate the operational and administrative work of the assigned section.
- Review and approve engineering drawings according to the detail designs and BOQs.

4. Worked as a ARE on roll of M/S TCI (Techno Consultant International) with joint Venture of JICA (Japanese International construction Associated) for the project of works & Services at Matitari & Thatta, H-5, TT-1 & TT-2 since 01-01-2011 to 31-10-2012.

JOB RESPONSIBILITIES

Responsible for inspection of roads/pavement construction in compliance with Design intent.

Ensure the work performed is in accordance with the drawings and specifications

Maintain detailed diary of daily work activities, issues, work approved or rejected, hours of operations, labour and equipment used and sign at the end of each day

Coordinate with contractor's team to advise on execution of the work

Identify defective works and suspect materials, escalate as required

Coordinate with surveyors to check line and levels in conformance with drawings and specifications

Process request to inspect work forms and maintain record of status

Maintain records of completed works for interim and final payment and as-built drawings

To supervise & monitor Earthworks & Structural activities.

Construction of road portion / approaches i/c earth work preparation of subs Grade, lying of sub and WBM.

To ensure that the testing of materials is carried out in accordance with the specification.

To provide advice & information to resident Engineer & Quantity Surveyors in matter relating measurements, Contractors claim, preparation of variation orders

Maintain the all related Soil. Concrete and Asphalt Laboratory tests

5. Worked as a Project Manager on roll of M/S NKB Pvt Limited for the Project of NHA at Sakrand to Shaheed Benazeerabad Road since 01-06-2009 to 31-12-2010.

JOB RESPONSIBILITIES

CURRICULUM VITAE

SHAKEEB MEMON

*Not attend
Call.
S. End*



ADDRESS: FLAT NO: 13/4, BHURGRI FLATS HIRABAD HYDERABAD SINDH PAKISTAN

Contact No: +923213019598, +923361326457

E-mail: shakeeb_memon@yahoo.com

PROFESSIONAL QUALIFICATION:

- Bachelor of Civil Engineering 1st Class passed in 2002 from Quaid-e-Awam Engineering University Nawabshah (QUEST)

PROFESSIONAL EXPERIENCE:

1. Worked as a RE on roll of M/s B.M Consulting Engineers (pvt) limited (Lining of Rohri Main Canal Rd 645+670 to 680+000) since 15-06-2016 to date.

JOB RESPONSIBILITIES.

- To supervise & monitor Earthworks ,Gravel Badding,UPVc Pipes, CC Linig, PRV s and Chemicals Etc.
 - To inspect and check the workmanship and material for conformity with drawings, specification and site instruction and to inform the P.M and instruct the contractor where this is not achieved.
 - To hold Daily progress meeting with contractor and client for attaining required progress of work uptodate achived & remaning on daily bassis while maintaining the quality of work.
 - To ensure that the testing of materials is carried out in accordance with the specification.
 - Survey and investigation during the work of CC Lining of Rohri Main Canal.
 - Checking & verifying bill of quantities.
2. Worked as a ARE on roll of M/s Techno Consulting (pvt) limited (Karachi Water & Sewerage Board) Greater Karchi sewerage Treatment plant since 26-10-2014 to 30-04-2016

JOB RESPONSIBILITIES.

- Specialization Supervision of Sewage water treatment Plant (KW&SB).
 - Primary Sedimentation Tank.
 - Trickling Filter Tank.
 - Humus Tank Or Final Sedimentation Tank.
 - Effluent Channel and chamber.
 - Junction Pit Or Distribution Pit.
 - MS Pipe Line And Conduit Work.
 - Digester Tank.
- To inspect and check the workmanship and material for conformity with drawings, specification and site instruction and to inform the R.E and instruct the contractor where this is not achieved.
- To supervise & monitor Earthworks ,pipe trenches & R.C.C Structural activities.
- To check the reinforcement against the drawing and to inform the resident engineer and the contractor of any discrepancies.This inspection must be carried out prior to the erection of any formwork if it would impede access to the steel.

T_o,

The Director (F & A)
Jindh Khas Transit-Cell.
Transport & Khas Transit-
Dated 22nd May, 2017.

Subject: Acceptance for other letter
for the position of sub Engineer SNTC
Transport & Khas Transit Department.

With reference to Jindh Khas
Transit-Cell. Transport & Khas Transit Deptt.
Government of Jindh & Be letter No.
JNTC/ADMIN/HIREN/2017/12/89.
Kachhi dated 22nd May 2017.

I have by accept all
terms & condition laid down other.
opposite letter.

A. P. Singh
Shakrakh Nemro,
Cell No. 0321-30/95
98.



NO.SMTC/ADMIN/HIRING/2017/12184
GOVERNMENT OF SINDH
SINDH MASS TRANSIT CELL
TRANSPORT & MASS TRANSIT
DEPARTMENT
Karachi dated the 22nd May, 2017

To,

Mr. Shakeeb Memon,
Karachi.

SUBJECT: OFFER LETTER FOR THE POSITION OF "SUB-ENGINEER", SINDH MASS TRANSIT CELL
(SMTC)" TRANSPORT & MASS TRANSIT DEPARTMENT.

With the approval of Competent Authority, you are hereby offered the post of "SUB ENGINEER, SINDH MASS TRANSIT CELL (SMTC)" which has been created under the aegis of Transport & Mass Transit Department purely on temporary basis for a contract period of three (03) years with Lump sum Remuneration amounting to Rs. 60,000/- per month on the following terms and conditions:-

- i) You will be governed by such rules and orders as applicable to other civil servants of your grade / contract rules.
- ii) You will undergo a medical examination service (contract basis) and your contract appointment will be subject to the condition that you are declared medically fit by the competent medical authority.
- iii) In case of your tendering resignations, you will not leave the charge of your post unless and until your resignation is formally accepted. Behaviors contrary to this condition will tantamount to misconduct and will be dealt with accordingly.
- iv) Your services are purely on temporary / contract basis.
- v) Your services will be on the basis of satisfactory performance and liable to terminate if found any negligence.
- vi) You shall perform all such functions / services as envisaged in the Sindh Mass Transit Authority (SMTA) Act 2016 under the Administrative Control of Transport & Mass Transit Department, Govt. of Sindh.
- vii) After establishment of Sindh Mass Transit Authority (SMTA), your services will be absorbed from SMTC to SMTA as per SG&CD's Notification vide NO.SO(C-IV)/SG&CD/4-13/15, dated 23-11-2016.

2. If you accept the offer on the terms and conditions specified above, you should report for duty to Secretary, Transport & Mass Transit Department, Government of Sindh within Seven (07) days of the issue of this offer. Failing which it will be presumed that you are not willing to accept it which will be cancelled without any notice.

(Qassim Dada)
Director (F&A)
Sindh Mass Transit Cell

A copy is forwarded for information to the PS to Secretary Transport & Mass Transit Department,
GOVT. OF SINDH, KARACHI.

Director (Finance & Admin)



NO.SMTC/ADMIN/HIRING/2017/12189
GOVERNMENT OF SINDH
SINDH MASS TRANSIT CELL
TRANSPORT & MASS TRANSIT
DEPARTMENT
Karachi dated the 22nd May, 2017

To,

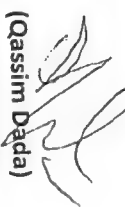
Mr. Shakeeb Memon,
Karachi.

SUBJECT:
OFFER LETTER FOR THE POSITION OF "SUB-ENGINEER", SINDH MASS TRANSIT CELL
(SMTC)" TRANSPORT & MASS TRANSIT DEPARTMENT.

With the approval of Competent Authority, you are hereby offered the post of "**SUB ENGINEER, SINDH MASS TRANSIT CELL (SMTC)**" which has been created under the aegis of Transport & Mass Transit Department purely on temporary basis for a contract period of three (03) years with Lump sum Remuneration amounting to Rs. 60,000/- per month on the following terms and conditions:-

- i) You will be governed by such rules and orders as applicable to other civil servants of your grade / contract rules.
- ii) You will undergo a medical examination service (contract basis) and your contract appointment will be subject to the condition that you are declared medically fit by the competent medical authority.
- iii) In case of your tendering resignations, you will not leave the charge of your post unless and until your resignation is formally accepted. Behaviors contrary to this condition will tantamount to misconduct and will be dealt with accordingly.
- iv) Your services are purely on temporary / contract basis.
- v) Your services will be on the basis of satisfactory performance and liable to terminate if found any negligence.
- vi) You shall perform all such functions / services as envisaged in the Sindh Mass Transit Authority (SMTA) Act 2016 under the Administrative Control of Transport & Mass Transit Department, Govt. of Sindh.
- vii) After establishment of Sindh Mass Transit Authority (SMTA), your services will be absorbed from SMTC to SMTA as per SGA&CD's Notification vide NO.SO(C-IV)/SGA&CD/4-13/15, dated 23-11-2016.

2. If you accept the offer on the terms and conditions specified above, you should report for duty to Secretary, Transport & Mass Transit Department, Government of Sindh within Seven (07) days of the issue of this offer. Failing which it will be presumed that you are not willing to accept it which will be cancelled without any notice.


(Qassim Dada)
Director (F&A)
Sindh Mass Transit Cell

A copy is forwarded for information to the PS to Secretary Transport & Mass Transit Department,
GOVT. OF SINDH KARACHI.

Director (Finance & Admin)


22/5/17



No. SMTc/ ADMIN/ HIRING/ 2017/ 152
GOVERNMENT OF SINDH
SINDH MASS TRANSIT CELL
TRANSPORT & MASS TRANSIT
DEPARTMENT
Karachi, dated 24th May, 2017

To,

The Medical Superintendent,
Services Hospital,
Karachi.

SUBJECT: OFFER OF APPOINTMENT TO THE POST OF "SUB ENGINEER", SINDH
MASS TRANSIT CELL, (SMTc) UNDER TRANSPORT & MASS TRANSIT
DEPARTMENT, (TMTD), GOS.

I am directed to refer to the subject noted above and to state that **Mr. Shakeeb S/o Sikandar Ali** has been appointed as a "**Sub Engineer**" Sindh Mass Transit Cell under Transport & Mass Transit Department, vide Offer letter No.SMTc/ADMIN/HIRING/2017/12/89 dated 22-05-2017 on contract basis for three years (copy enclosed).

2. It is, therefore, requested that he may be medically examined & issue Medical Fitness Report.

(QASSIM DADA)
Director (F&A)
SMTc / TMTD

A copy is forwarded for information to the P.S to Secretary, Transport & Mass Transit Department, Karachi.

Director (F&A)

29/5/17



NO.SMTC/ADMIN/ORDER/2017/233
GOVERNMENT OF SINDH
TRANSPORT & MASS
TRANSIT DEPARTMENT

ORDER

NO.SMTC/ADMIN/HIRING/2017/12/89:- In pursuance of this department's offer order of even number dated 22-05-2017, Mr. Shakeeb Memon, **Sub Engineer**, Sindh Mass Transit Cell (SMTC), Transport & Mass Transit Department is hereby allowed to join Transport & Mass Transit Department, Government of Sindh w.e.f 03-07-2017 on contract basis for three (03) years with fixed monthly salary amounting to Rs.60,000/-. No TA / DA and other allowances will be allowed.

2. Terms and conditions will be followed.

SECRETARY TO GOVERNMENT OF SINDH

NO.SMTC/ADMIN/HIRING/2017/12/89

Karachi dated the 7th July, 2017

A copy is forwarded for information to: -

1. The Accountant General Sindh, Karachi.
2. The Director General, Sindh Mass Transit Cell (SMTC), Transport & Mass Transit Department, Government of Sindh, Karachi.
3. The Private Secretary to Secretary, Transport & Mass Transit Department, Government of Sindh, Karachi.
4. Official Concerned.
5. Office order file


(QASSIM DADA)
DIRECTOR (F&A)

To,
The Director (F&A),
Sindh Mass Transit Cell,
Transport & Mass Transit Department,
Govt. of Sindh, Karachi.

Subject: Joining Report

Ref. your letter no. SMT/C/ADMIN/HIRING/2017/12/89

Date: 22nd May 2017

R/Sir,

Consequent upon appointment as sub Engineer in the above cited department I my self submit Joining Report on Date ~~3/7~~ 3/7/2017 instant (F.N)


Shakeeb Memon

Cell No. 0321-3019598

CNIC No. 41303-6318429-7



SERVICES HOSPITAL
GOVERNMENT OF SINDH
KARACHI

NO.SHK/MED/PHI/

1220

Dated

30.05.2017

Ref No *

SMT C / (Admin) HIRNIC / 2017 / 152 24.05.2017

Medical Fitness Certificate

I / We hereby certify that I / We have examined Mr./Mrs./Miss

Silvana A.V.

a candidate for employment in the

Transport of New Transit Department and cannot discover that he

/she has any disease, constitutional weakness or bodily infirmity except

NIL

the office of

Sub Engineer

38 Tm

His age is, according to his/her own statement

and by appearance about

Thirty Nine

years.

Mark of Identification:

cut mark near left eye

CNIC No. 41303.6318924.7



CIVIL SURGEON

KARACHI

ANA



SERVICES HOSPITAL
GOVERNMENT OF SINDH
KARACHI

NO. SHK/MED/PF// 1220 Dated 30.05.2017

Ref No* SMTC / ADMIR / HLR INC / 2017 / 152 24.05.2017

Medical Fitness Certificate

I / We hereby certify that I / We have examined Mr./Mrs./Miss Shameez S/o

Silsandani Ali a candidate for employment in the

Transport & Mass Transit Department and cannot discover that he

/she has any disease, constitutional weakness or bodily infirmity except NIL

I / We do not consider this a disqualification for employment in the office of Sub Engineer

His age is, according to his/her own statement 38 years and by appearance about Thirty Nine years.

Mark of Identification: Left mark near left eye.

C.N.C No. 41303.6318428.7



ANNA
CIVIL SURGEON
KARACHI



GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

CARD NO.		DATE OF ISSUE	
NAME		SHAKEER CHODDAS	
FATHER'S NAME		JIKANDER ALI	
DESIGNATION		JLR - ENGINEER (BPS 16)	
DEPARTMENT		SINDH MASS TRANSIT AUTHORITY, (SMTA) TRANSPORT & MASS TRANSIT DEPARTMENT GOVERNMENT OF SINDH (PSTB)	
SIGNATURE OF HOLDER		DIRECTOR ADMINISTRATION & HR FOR MANAGING DIRECTOR (SMTA) ISSUE AUTHORITY	

RESIDENTIAL ADDRESS: FLAT # 19-1, MEZIANINE FLOOR, P.O. 215E,

BLOCK-6 PECH (PAKISTAN EMPLOYEES CO-OPERAT)

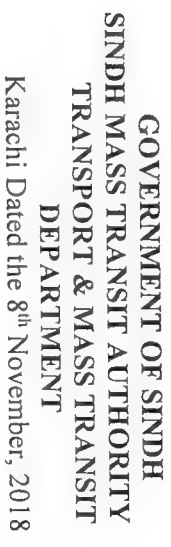
OFFICE PH # 021-35865392 RES: PH: # 0321-3019598.

BLOOD GROUP O+ DATE OF BIRTH 16-04-1978.

CNIC NO: 41303-6318429-7

THIS CARD IS THE PROPERTY OF
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH
IF FOUND PLEASE RETURN TO ISSUING AUTHORITY

PLEASE WRITE BIO DATA
CLEARLY WITH BOLD LETTERS



NO. SMTA(ADMIN&HR)/NOTIF./2018/ :- Mr. Khan Muhammad Shah, Executive Engineer Sindh Mass Transit Authority (SMTA), Transport & Mass Transit Department(TMTD), Government of Sindh is hereby allowed to look after the work and assist the Project Director "Up gradation of Traffic Signals in Sindh" in addition to his own duties with immediate effect.

Mr. Aizaz Sardar Assistant Executive Engineer (AEN), SMTA, TMTD, GoS is allowed to work in the Project "Up gradation of Traffic Signals in Sindh" with immediate effect

Mr. Shakeeb Memon Sub Engineer, SMTA, TMSTD, GoS is allowed to work in the Project "Up gradation of Traffic Signals in Sindh", with immediate effect

\mathbb{D}^{FA} may be approximated by

Karachi Dated the 8th November, 2018

~~MD SM TA~~
A copy i

3. PS to
4. Office
5. Notif
- 2/11/2011
11. 10:00

$\mathcal{D}^{\infty}(A \otimes B)$
 $\mathcal{D}^{\infty}(A \otimes B)$



GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT
DEPARTMENT
Karachi Dated the 8th November, 2018

NOTIFICATION

NO. SMTA(ADMIN&HR)/NOTIF./2018/ ¹⁰¹³ :- Mr. Khan Muhammad Shah, Executive Engineer Sindh Mass Transit Authority (SMTA), Transport & Mass Transit Department(TMTD), Government of Sindh is hereby allowed to look after the work and assist the Project Director “Up gradation of Traffic Signals in Sindh” in addition to his own duties with immediate effect.

II

Mr. Aizaz Sardar Assistant Executive Engineer (AEN), SMTA, TMTD, GoS is allowed to work in the Project “Up gradation of Traffic Signals in Sindh” with immediate effect

III

Mr. Shakeeb Memon Sub Engineer, SMTA, TMTD, GoS is allowed to work in the Project “Up gradation of Traffic Signals in Sindh”. With immediate effect

MUHAMMAD ATHAR
MANAGING DIRECTOR

NO. SMTA (ADMIN&HR)/NOTIF./2018/ ¹⁰¹³ Karachi Dated the 8th November, 2018

A copy is forwarded for information and necessary action to:-

1. Managing Director, SMTA, TMTD, Government of Sindh.
2. Director (Admin & HR/Infrastructure/Bus Ops/Finance & Accounts), SMTA.
3. PS to Secretary, Transport & Mass Transit Department, Government of Sindh.
4. Officer concerned. *shakeeb memon*.
5. Notifications File.

(SYED VAZIM ALI SHAH)
DEPUTY DIRECTOR (ADMIN & HR)



GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated the 1st January, 2020

NOTIFICATION

Mr. Khan Muhammad Shah (Executive Engineer) is hereby allowed to hold the additional charge of the post of Project Engineer, Abdul Sattar Edhi Line in addition to his own duties with immediate effect till further orders relieving Mr. Kashif Ali Khan (Deputy Director Contract / Procurement), SMTA of the additional charge.

II

Mr. Aizaz Sardar (Assistant Executive Engineer) is hereby allowed to work in Abdul Sattar Edhi Line Project, in addition to his own duties with immediate effect till further orders for early completion of project.

III

Mr. Shakeeb Memon (Sub-Engineer) is hereby allowed to work in Abdul Sattar Edhi Line Project, in addition to his own duties with immediate effect till further orders for early completion of project.

This issue with the approval of Competent Authority.

-IQTIDAR AHMED-
MANAGING DIRECTOR

No. D(ADMIN&HR)/SMTA/2019/37/1723 Karachi Dated the 1st January, 2020

A copy is forwarded for information & necessary action to:-

1. Project Director, Abdul Sattar Edhi Line, Karachi.
2. Director (Admin & HR), SMTA, Karachi.
3. PS to the Managing Director, SMTA, Karachi.
4. Officers Concerned.
5. Notification File.

BABAR ALI KHAN
ADMINISTRATIVE & HR OFFICER
For Managing Director to SMTA



No. SMTA/ADMIN&HR/WARNING/2020/1878
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 10th June, 2020

To,

- | | |
|---------------------------------------|--------------------------------------|
| 1. Yousuf Munit, (Director Projects) | 2. Niaz Ali, (Consultant P&C) |
| 3. Kashif Ali Khan, (DD Contract) | 4. Syed Khan Muhammad Shah (XEN) |
| 5. Aizaz Sardar (AXEN) | 6. Ms. Shumaila Afzal, (AD PPP Node) |
| 7. Muhammad Nasim (Asst: Manager IT) | 8. Shakeeb Memon, (Sub-Engineer) |
| 9. M. Natiq Qamar (Computer Operator) | 10. Haris Ali (Dispatch Rider) |

SUBJECT: WARNING LETTER

With reference to the Circular No. SMTA/ADMIN/2020/1872 on dated 28th May 2020 on the subject Non-Availability of Officers and Officials at SMTA Office, in which strictly mentioned that indiscipline is not acceptable and has directed to ensure that all officials reach offices on time i.e. 09:00 am.

- Whereas, it has been observed that you were found absent from office duties at 10:10 am when the worthy Managing Director, SMTA has checked the Muster Roll.
- This practice on your part is objectionable and against the good order of service discipline, in the view of forgoing, I am further directed to advise you to comply with the directives in letter and spirit.
- Officers / Officials shall not leave their offices without prior permission of the Managing Director, SMTA.

BABAR ALI KHAN
ADMIN & HR OFFICER

Copy Forwarded to:-

- PS to the Minister, Transport & Mass Transit, Sindh.
- PS to the Secretary, Transport & Mass Transit Department, GoS.
- PS to the Managing Director, SMTA.
- Master File.

Ghulam Farooq Mangrio
Section Officer (General)
For Secretary to Government of Sindh


SUBJECT: EXPLANATION

With reference to your letter No.SO(Gen)/G.P/2020, dated 12.02.2020. on the subject noted above.

As per instructions of Competent Authority, Executive Engineer SMTA and Sub Engineer, SMTA visited Gulbai Depot on dated 12.02.2020 for measurement, demarcation of said plot measuring 1.97 acre. Pictures and layout plan enclosed herewith for reference.

Due to visit of plot, we were not present in office during the visit of Worthy Secretary, TMTD.

In this connection, we request you to consider this explanation as cancelled


Shakeeb Memon
Sub Engineer
Sindh Mass Transit Authority

Copy to:

- 1) Managing Director, Sindh Mass Transit Authority, Government of Sindh, Karachi
- 2) Director, Admin & HR, Sindh Mass Transit Authority, Government of Sindh, Karachi
- 3) P.S to Secretary, Transport & Mass Transit Department, Government of Sindh, Karachi


To,

Director HR & Admin
Sindh Mass Transit Authority
Government of Sindh
Karachi

Subject: **ISSUE ME "NO OBJECTION CERTIFICATE".**

I am applying for different posts in Malir Development Authority, (MDA) through proper channel; there is a requirement of above mentioned authority, for different posts.

Kindly issue me Departmental "No Objection Certificate" (NOC).


Shakeeb Memon
Sub Engineer
SMTA



No. ADMIN&HR/NO/C/2020/1813
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: February, 2020

TO WHOM IT MAY CONCERN

Upon request of Mr. Shakeeb Memon S/O Sikandar Ali, holding CNIC No. 41303-6318429-7 has requested for a No Objection Certificate in order to apply against the different positions in *Malir Development Authority (MDA)*. Mr. Shakeeb Memon is working with Sindh Mass Transit Authority as Sub-Engineer.

As such, this office has No Objection that Mr. Shakeeb Memon may apply against vacant positions in *Malir Development Authority (MDA)*. We wish him good luck in his endeavors


26/2/2020.
DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information and necessary action to:-

1. PS to Managing Director, Sindh Mass Transit Authority.
2. Officer / Official concerned
3. Master File.



No. ADMIN&HR/EXPLANATION/2020/1783
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 12th February, 2019

To,

- | | |
|---|--|
| 1. Yousuf Munir, (Director) | 2. Niaz Ali, Consultant P&C |
| 3. Rafay Ali Laghari, (Director) | 4. Kashif Ali Khan, DD(Contract) |
| 5. Ambreen Fatima, Media Manager | 6. Syed Khan Muhammad Shah, XEN |
| 7. Adeel Manzoor, Account Officer | 8. Syed Hussain Mughdas (Senior Auditor) |
| 9. Shakeeb Memon, Sub-Engineer | 10. M. Tariq Fazlani, Office Assistant |
| 11. Naveed Ahmed, Office Assistant | 12. Syed Ali Raza, Computer Operator |
| 13. M. Natiq Qamar, Computer Operator | 14. Anus Rizwan, Computer Operator |
| 15. Malik Shahid Munawar, Record Keeper | 16. Muhammad Riyaz, Dispatch Rider |
| 17. Muhammad Haris, Dispatch Rider | 18. Mubeen Ahmed, Naib Qasid |
| 19. Vishal, Naib Qasid | 20. Ali Raza, Naib Qasid |
| 21. Abdul Khaliq, Naib Qasid | 22. Sanaullah, Janitor |
| 23. Asghar Ali, Driver | 24. Rehmatullah, Driver |

SUBJECT: EXPLANATION

During surprise visit of Secretary, Transport & Mass Transit Department, GoS in SMTA office on 12th February, 2020 at 10:15 am, you were found absent from your duty which has been seriously noted by the Competent Authority.

You are hereby furnish your reply and appear before the Secretary TMTD, as to why the necessary action may not be taken against you as per your contract.

. This issue with the approval of Secretary TMTD.


DIRECTOR
(ADMINISTRATION & HR)

Copy Forwarded to:-

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to Managing Director, SMTA.
4. Master File.



NO.SO(Gen)/G.P/2020
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT
DEPARTMENT

Karachi, dated 12th February, 2020

(9)

To,

Mr. Shakeeb Memon,
Sub Engineer
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION.

During surprise visit of the office of SMTA by Worthy Secretary, Transport & Mass Transit Department, Government of Sindh on 12th February, 2020 at 10:15 am you were found absent from your duty, which is gross miss-conduct on your part.

2. You are hereby directed to explain your position as to why should not initiate disciplinary proceeding against you under relevant rules/contract within (03) days positively.



(GHULAM FAROOQ MANGRIO)
SECTION OFFICER (GENERAL)
For Secretary to Govt. of Sindh

Copy to:-

- The Managing Director, Sindh Mass Transit Authority, TMTD.
- PS to Secretary, Transport & Mass Transit Deptt., Govt. of Sindh, Karachi

SECTION OFFICER (GENERAL)



No. ADMIN&HR/WARNING/2020/1199b
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 23rd September, 2020

To,

- | | |
|--|-----------------------------------|
| 1. Kashif Ali Khan, DD(Contract) | 2. Ambreen Fatima, Media Manager |
| ✓ 3. Shakeeb Memon, Sub-Engineer | 4. Naveed Ahmed, Office Assistant |
| 5. Tariq Raheel (PPP Node, Office Assistant) | 6. Natiq Qamar, Computer Operator |
| 7. Anus Rizwan, Computer Operator | 8. Mobeen Ahmed, Naib Qasid |
| 9. Vishal, Naib Qasid | 10. Baz Kareem, Naib Qasid |
| 11. Harris Ali, Dispatch Rider | 12. Riyaz, Dispatch Rider |

SUBJECT: WARNING LETTER

With reference to this office letter dated 22nd September 2020 on the subject Non-Availability of officers / officials at SMTA office during surprise visit of the office of SMTA by Worthy Secretary, Transport & Mass Transit Department, Government.

In the mentioned letter, it was strictly emphasized that indiscipline will not be acceptable and Competent Authority has directed to take necessary measures to ensure that all officers / officials reach offices on time i.e. 09:30am sharp. Moreover, office discipline must be maintained in future and those who may fail to comply accordingly will be reported to Worthy Secretary, TMTD and disciplinary action under the rules will be initiated against the delinquent officers / officials.

In the light of above, today i.e. 23rd September 2020 you are again found absent / late after stringent and strict warning, therefore, you are hereby advice to be punctual, and record your attendance without fail.


DIRECTOR
(ADMINISTRATION & HR)

Copy Forwarded to:-

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to Managing Director, SMTA.
4. Master File.



No. SMTA/EXPLANATION/2020/2018
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 13th October, 2020

To,

- | | |
|---|---|
| 1. Yousuf Munit, (Director Infra) | 2. Niaz Ali (Consultant P&C) |
| 3. Syed Yazim Ali Shah (Director Admin) | 4. Syed Khan Muhammad Shah (XEN) |
| 5. Kashif Ali Khan, (DD Contract) | 6. Aizaz Sardar (AXEN) |
| 7. Adeel Manzoor (Account Officer) | 8. Ambreen Fatima (Media Manager) |
| ✓ 9. Shakeeb Memon (Sub-Engineer) | 10. Babar Ali Khan (Admin & HR Officer) |
| 11. Syed Hussain Muqadas (Senior Auditor) | 12. Saifullah Khalid Channa (OfficeAssistant) |
| 13. Muhammad Riyaz (Dispatch Rider) | |

SUBJECT: EXPLANATION

During surprise visit of the office of SMTA by Worthy Secretary, Transport & Mass Transit Department, Government of Sindh on 13th October, 2020 at 10:00 am, above mentioned officers / officials were found absent from duty, which is gross misconduct on their part.

Secretary, TMTD has directed that all officers / officials must be available in their offices by 09:30 am. In case any officer/official is late / absent for three (03) consecutive days his salary may be stopped without any delay.

In this connection, officers / officials are strictly warned to mark their attendance at muster roll on time otherwise He / She may consider as an absent.

You are hereby directed to furnish your reply within 03 days (working days) positively as to why the necessary action may not be taken against your as per your contract.


MANAGING DIRECTOR
SMTA

Copy Forwarded to:-

- ✓ 1. PS to the Minister, Transport & Mass Transit, Sindh.
- 2. PS to the Secretary, Transport & Mass Transit Department, GoS.
- 3. Master File.



NO.SMTA/WL/L 38
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the: 01st February, 2021

SAY NO TO CORRUPTION

To,

Mr. Shakeeb Memon,
Sub Engineer,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: WARNING LETTER

It has come to the knowledge of Competent Authority i.e. Managing Director (SMTA) that several officers and the concerned staff of Sindh Mass Transit Authority are not following the office timing after easing of the COVID19 restrictions.

2. The Competent Authority has therefore taken a serious note of it and has directed that all officers / officials of SMTA must ensure strict adherence to office timing.

Enclosed: Biometric Attendance Sheet


21/02/2021.
(BABAR ALI KHAN)

Administrative & HR Officer

A copy is forwarded for information to: -

1. The PS to Managing Director, SMTA, Karachi
2. Master File.



PAKISTAN
ISLAMIC REPUBLIC OF PAKISTAN

National Identity Card



NAME
Shakeel Memon

عقیل مemon



Father Name
Sikandar Ali Memon

عبدالکمال مemon

Gender Country of Stay
M Pakistan

Identity Number
41303-6318429-7

Date of Issue
21.12.2020

Date of Expiry
21.12.2030



Handwritten signature

Holder's Signature

22/2/2021

To

The Director
Administration & HR
Sindh Mass Transit Authority

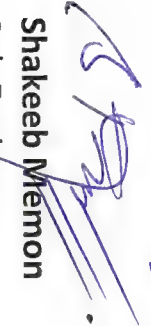
Subject : Issuance of permission certificate for renewal of Passport


Dear sir ,

Respectfully I am applying for my Renewal of Passport which was expired on 15 April 2019 passport no AM0204292

So, therefore it is requested to kindly issue me Department Permission Certificate for Renewal of Passport .

Regards,


Shakeeb Memon
Sub Engineer
SMTA
CNIC : 41303-6318420-7
Cell NO : 03213019598


23/2/21
Admin STH

GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

NS. No. 120

NOTE SHEET

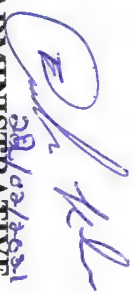
SUBJECT: RENEWAL OF INTERNATIONAL PASSPORT of MR. SHAKEEB MEMON

PUC is letter No. Nil dated 22nd February 2021 received from Mr. Shakeeb Memon, Sub-Engineer, SMTA on the subject cited above.

Mr. Shakeeb Memon, Sub-Engineer, SMTA has requested for his renewal of Passport No. AM0204292 which was expired on 15th April 2019. So therefore, it is requested by the said official to issue him Department Permission Certificate for Renewal of Passport.

DFA letter of Permission is placed on file for approval please.

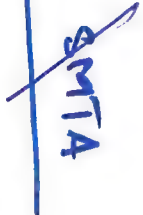
Submitted for further orders.


28/02/2021
ADMINISTRATIVE
& HR OFFICER

DIRECTOR (ADMINISTRATION & HR)


Permission is given and approved.

XEN SMTA


Please discuss.

Director Admin.


05/2/2021

**GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY**

NS. No. 120

NOTE SHEET

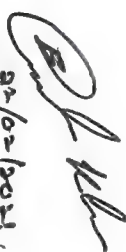
SUBJECT: RENEWAL OF INTERNATIONAL PASSPORT OF MR. SHAKEEB MEMON

PUC is letter No. Nil dated 22nd February 2021 received from Mr. Shakeeb Memon, Sub-Engineer, SMTA on the subject cited above.

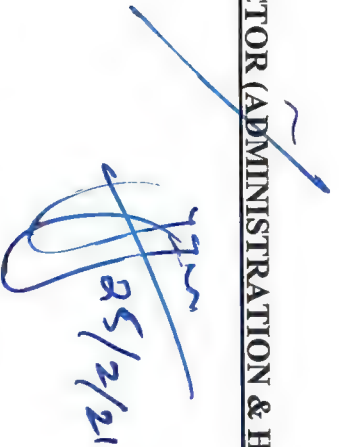
2. Mr. Shakeeb Memon, Sub-Engineer, SMTA has requested for his renewal of Passport No. AM0204292 which was expired on 15th April 2019. So therefore, it is requested by the said official to issue him Department Permission Certificate for Renewal of Passport.

3. DFA letter of Permission is placed on file for approval please.


4. Submitted for further orders.


22/02/2021
ADMINISTRATIVE
& HR OFFICER

5. DIRECTOR (ADMINISTRATION & HR)


25/2/21

6. XEN SMTA

Received as per Policy

25/2/21

7. Administrative HR,



No. SMTA/ABSENT/L-224
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 2nd June, 2021

To,

Mr. Shakeeb Memou,
Sub-Engineer,
Sindh Mass Transit Authority (SMTA).

SUBJECT: WARNING LETTER (ABSENT)

It has been observed that you were found absent from duty four (04) days in the month of May 2021 without a valid reason or approval. This behavior is considered misconduct and is strictly against the department policies.

Consider this letter as official warning, we accept you to adjust your attendance as per your duty timing and show immediate progress.

(BABAR ALI KHAN)
ADMIN & HR OFFICER

A copy is forwarded for information to:-

1. PS to the Managing Director, SMTA, Karachi.
2. Master File.

GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT
DEPARTMENT

Karachi, dated 11th August, 2020.

ORDER

No. SO (G)/7(680)/2016: With the approval of competent authority (i.e. Chief Minister, Sindh), the contract period of following employees of Sindh Mass Transit Authority, Transport & Mass Transit Department, Government of Sindh are hereby extended for a period of two (02) year as mentioned against each. No TA/DA and other allowances will be admissible:-

S. No.	NAME	DESIGNATION	CONTRACT EXTENDED W.E.F
1	Syed Hussain Muqadas	Senior Auditor	30.05.2020
2	Mr. Shakeeb Memon	Sub-Engineer	03.07.2020
3	Syed Muhammad Khurram	Sub-Engineer	01.06.2020
4	Mr. Saifullah Khalid Channa	Office Assistant	01.06.2020
5	Mr. Naveed Ahmed	Office Assistant	31.05.2020
6	Muhammad Tariq Fazlani	Office Assistant	05.06.2020
7	Muhammad Natiq Qamar	Computer Operator	05.06.2020
8	Syed Ali Raza Shah	Computer Operator	20.09.2020
9	Mr. Anus Rizwan	Computer Operator	15.09.2020
10	Mr. Malik Shahid Munawar	Record Keeper	31.05.2020

-GHULAM ABBAS DETHO.
SECRETARY TO GOVERNMENT OF SINDH

No. SO (G)/7(680)/2016:

Karachi, dated the 11th August, 2020

A copy is forwarded for information & necessary action to:-

1. The Accountant General Sindh, Karachi.
2. The Managing Director, Sindh Mass Transit Authority, TMTD, Karachi.
3. The P.S to Minister, Transport & Mass Transit, Sindh, Karachi
4. The P.S to Secretary, Transport & Mass Transit Department, Karachi.
5. Officer concerned
6. Notification File



(GHULAM FAROOQ MANGRIO)
SECTION OFFICER (GENERAL)
For Secretary to Government of Sindh



No. SMTA/ABSENT/L-281
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT
Karachi Dated: 9th August, 2021

To,

MR. SHAKEEB MEMON,
Sub-Engineer,
Sindh Mass Transit Authority (SMTA).

SUBJECT: EXPLANATION (ABSENT)

It has been observed that you were found absent from duty five (05) days in the month of July 2021 without prior approval and submission of leave application to the Admin & HR Department. This behavior is considered misconduct and is strictly against the department policies.

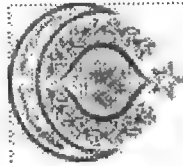
You are hereby directed to appear before the undersigned and furnish your reply within 02 days (working days) positively as to why the necessary action may not be taken against you as per your contract.

(BABAR ALI KHAN)
ADMIN & HR OFFICER

A copy is forwarded for information to:-

1. PS to the Secretary, Transport & Mass Transit Department, GoS, Karachi
2. PS to the Managing Director, SMTA, Karachi.
3. Master File.

Government of Sindh
Accountant General Sind, Karachi
Monthly Salary Statement (March-2022)



Personal Information of Mr SHAKEEB MEMON d/w/s of SIKANDER ALI

Personnel Number: 10872349 CNIC: 4130363184297 NTN: Length of Service: 04 Years 08 Months 030 Days
Date of Birth: 16.04.1978 Entry into Govt. Service: 03.07.2017

Employment Category: Regular / Contract

40000048- TRANSPORT&MASS TRANSIT

Designation: SUB-ENGINEER

DDO Code: KQ2307-SINDH MASS TRANSIT AUTHORITY KARACHI

Payroll Section: 006

Cash Center:

GPF A/C No: Interest Applied: No

GPF Balance:

0.00

Vendor Number: 30735959 - SHAKEEB MEMON SINDH BANK. A/C 0003114468061000

Pay and Allowances:

Pay scale: BPS For - 2017

Pay Scale Type: Civil BPS: 11

Pay Stage: 1-

Wage type		Amount	Wage type		Amount
0039	Basic Pay	69,000.00			0.00

Deductions - General

Wage type		Amount	Wage type		Amount
3609	Income Tax	-950.00			0.00

Deductions - Loans and Advances

Loan	Description	Principal amount	Deduction	Balance
------	-------------	------------------	-----------	---------

Deductions - Income Tax

Payable: 7,799.95 Recovered till March-2022: 4,950.00 Exempted: 0.05- Recoverable: 2,850.00

Gross Pay (Rs.): 69,000.00 Deductions: (Rs.): -950.00 Net Pay: (Rs.): 68,050.00

Payee Name: SHAKEEB MEMON
Account Number: 0003114468061000
Bank Details: SINDH BANK LIMITED, 630311 GIZRI BRANCH G-12-1/2 & 23 CLI GIZRI BRANCH G-12-1/2 & 23 CLI, KARACHI

Leaves: Opening Balance: Aailed: Earned: Balance:

Permanent Address:	Domicile: SN - Sindh	Housing Status: No Official
City: KARACHI		
Temp. Address:		
City:	Email:	



No. SMTA/INFRA/NOTIF/2022/

TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

Karachi, Dated: 18th May, 2022



**Sindh
Mass Transit
Authority**

NOTIFICATION

With the approval of the Competent Authority i.e. Managing Director, Sindh Mass Transit Authority, Mr Shakeeb Memon, Sub Engineer^(Civil) Infrastructure & Planning, SMTA is hereby assigned to look after the civil works ^{attached with} related to "Sindh Intra Peoples Bus Service Project" ^{item} in addition to his ~~own~~ duties with immediate effect with immediate effect in public interests.

(→)
-CAPT (R) ALTAF HUSSAIN PAS--
MANAGING DIRECTOR

A Copy is forwarded for information to:

1. Director, (Infrastructure & Planning) SMTA, Karachi.
2. Director (Bus Operations & ITS) SMTA, Karachi.
3. PS to Managing Director, Sindh Mass Transit Authority, Karachi.
4. Officer Concerned.
5. Master File

DFA is placed for approval.

(BABAR ALI KHAN)
ASSISTANT DIRECTOR
ADMIN & PROC.

MD, SMTA

As cancelled.



No. SMTA/INFRA/NOTIF/2022/L-809



**Sindh
Mass Transit
Authority**
TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

Karachi, Dated: 18th May, 2022

NOTIFICATION

With the approval of the Competent Authority i.e. Managing Director, Sindh Mass Transit Authority, **Mr Shakeeb Memon, Sub-Engineer (Civil) Infrastructure & Planning, SMTA** is hereby attached with "Sindh Intra Peoples Bus Service Project" team with immediate effect in public interests.

**-CAPT. (R) ALTAF HUSSAIN, PAS-
MANAGING DIRECTOR**

A Copy is forwarded for information to:

1. Director, (Infrastructure & Planning) SMTA, Karachi.
2. Director (Bus Operations & ITS) SMTA, Karachi.
3. PS to Managing Director, Sindh Mass Transit Authority, Karachi.
4. Officer Concerned.
5. Master File

**(BABAR ALI KHAN)
ASSISTANT DIRECTOR
ADMIN & PROC.**



**Sindh
Mass Transit
Authority**

TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

No. SMTA/INFRA/NOTIF/2022/L-809

Karachi, Dated: 18th May, 2022

NOTIFICATION

With the approval of the Competent Authority i.e. Managing Director, Sindh Mass Transit Authority, Mr Shakeeb Memon, Sub-Engineer (Civil) Infrastructure & Planning, SMTA is hereby attached with "Sindh Intra Peoples Bus Service Project" team with immediate effect in public interests.

**-CAPT. (R) ALTAF HUSSAIN, PAS-
MANAGING DIRECTOR**

A Copy is forwarded for information to:

1. Director, (Infrastructure & Planning) SMTA, Karachi.
2. Director (Bus Operations & ITS) SMTA, Karachi.
- ✓ 3. PS to Managing Director, Sindh Mass Transit Authority, Karachi.
4. Officer Concerned.
5. Master File


**QABBAR ALI KHAN
ASSISTANT DIRECTOR
ADMIN & PROC.**

OFFICE OF MANAGING DIRECTOR
SECRETARIAT SMTA 18-05-22
F. No. 18-05-22
S. No. L-809
Date 18-05-22



Sindh
Mass Transit
Authority

TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

Karachi Dated: 06th September, 2022

ORDER

No.SMTA/Notification/2022/108 With the approval of competent authority (i.e. Chief Minister Sindh). The contract period of the following employees of the Sindh Mass Transit Authority, Transport & Mass Transit Department, Government of Sindh are hereby extended for a period of One (01) year as mentioned against each with 5% increment in the Salaries:-

Sr. No.	Name	Designation	Contract Extended W.E.F
1	Syed Hussain Mughadas	Senior Auditor	30/05/2022
2	Mr. Shakeeb Memon	Sub Engineer	03/7/2022
3	Syed Muhammad Khurram	Sub Engineer	01/6/2022
4	Mr. Saifullah Khalid Channa	Office Assistant	01/6/2022
5	Mr. Naveed Ahmed	Office Assistant	31/05/2022
6	Mr. Muhammad Tariq Fazlani	Office Assistant	05/6/2022
7	Mr. Muhammad Natiq Qamar	Computer Operator	05/6/2022
8	Mr. Asad Ali	Computer Operator	30/05/2022
9	Mr. Anus Rizwan	Computer Operator	15/09/2022
10	Mr. Malik Shahid Munawar	Record Keeper	31/05/2022
11	Mr. Nisar	Driver	01/6/2022
12	Mr. Ubaidullah	Chowkidar	29/05/2022
13	Mr. Abdul Khalig	Naib Qasid	01/6/2022
14	Mr. Vishal	Naib Qasid	01/6/2022
15	Mr. Baz Karim	Naib Qasid	01/6/2022
16	Mr. Muhammad Harris	Dispatch Rider	20/06/2022
17	Mr. Muhammad Riyaz	Dispatch Rider	01/6/2022

MANAGING DIRECTOR
Sindh Mass Transit Authority
Government of Sindh

A copy to forwarded for information & necessary action to:-

1. The Accountant General Sindh, Karachi.
2. The Deputy Director Budget & Accounts, Sindh Mass Transit Authority, TMSTD
3. The P.S to Minister, Transport & Mass Transit, Sindh, Karachi.
4. The P.S to Secretary, Transport & Mass Transit Department, Karachi.
5. The P.S to Managing Director, Sindh Mass Transit Authority, TMSTD, Karachi.
6. Officer Concerned.
7. Notification File.

Deputy Director (Administration & Procurement)

Sindh Mass Transit Authority

Governments of Sindh

D.D.(Admin & Proc.)

Sindh Mass Transit Authority



2) Mother Tongue	Sindhi			
3) Other languages (Urdu)	(٧-) Excellent	() Good	() Fair	() Poor

Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:

Describe the issues that your organization/department intends to tackle by participating in this program.

I am working in Infrastructure department, Sindh Mass Transit Authority, Government of Sindh and supervising the roads and infrastructure projects

2) Main duties of Applicant: Describe your main duties and responsibilities in relation to this program.

To review the project schemes and monitor the progress.

3) Relevant Experience of Applicant: Describe previous occupational experiences that is highly relevant in this program.

The relevant experience is of roads and irrigation canals.

4) Your individual Goal: Elaborate on your plans to apply the lessons learned from this program to your organization. To measure and take pride in the achievement of those goals.



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5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

To increase the knowledge and advance techniques.

By Applicant

Date 26/09/2022

Name and Title/Position

SHAKEER BERNAN.

Signature



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Application form for the JICA Knowledge Co-Creation Program

Form4. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (3) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (4) not to engage in political activities, or any form of employment for profit,
- (5) not to quit the program, should the participants violate JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (6) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (7) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

(1) Security Notice

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.



***Information Security Policy of JICA in relation to Personal Information Protection**

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divuligation, loss or damages of such personal information.
- Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
- 1. To provide the KCCP to Participants.
- 2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
- 3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries):

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following:

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).



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4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

DECLARATION (to be signed by the Applicant)


- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy

- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

- I understand the intention of JICA on "4. Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows (use "✓" or "X"):

☒ **Agree** / ☐ **Disagree**

- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant	
Date	26/09/2022
Name and Title/Position	SHARKEER KHEMOM
Signature	



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Form5. QUESTIONNAIRE ABOUT INTERNET ACCESS

Dear candidates ~~Participants of Investment Promotion and Business Environment Reform~~
(~~Advanced~~)(A)

Prior to the remote training, we have to make sure your internet access environment is manageable level for the training. Please fill in the following questions ~~and send this with Application Form.~~

4. ~~Title for the certificate:~~ Mr. Ms. Mrs. Dr. Others ()

2-1. Your name for the certificate: Shakeeb Memon
Your calling name: Shakeeb Memon

3-2. Your e-mail address which we can get in touch with you every day.
*Please note that this e-mail address will be openly used between participants and Japanese related members.

Shakeebmemon110@gmail.com

4-3. Which device do you use for the training? We strongly recommend you to use a personal computer. (Smartphone is NOT recommendable.)

a. Personal computer ☒ b. Tablet ☐ c. Others(☐)

5-4. Where do you take the training?

Home/ Office ☒ Other: ☐

6-5. Have you ever participated Zoom conference or have you ever held Zoom conference?

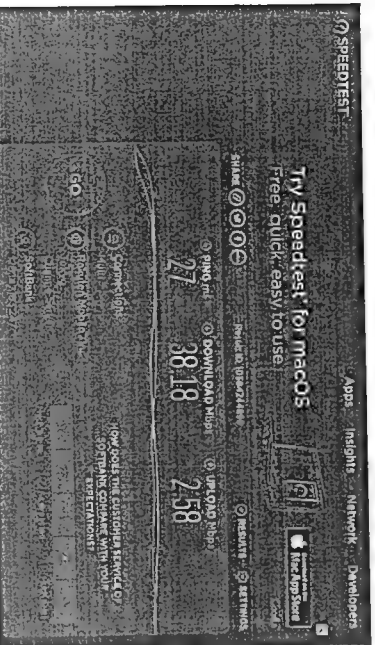
As a participant: Yes ☒ / No ☐ As a host: Yes/No ☐

7-6. Do you use Facebook messenger?
Yes (Your account name, if possible:) / No ☐

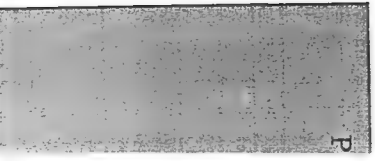
If NOT, what kind of chat tool do you use? a. Slack b. WhatsApp ☒ bc. Others:

8-7. Please check your internet speed at the same time of the remote training by clicking "GO" in the following link. And send us screenshot of the result.
<https://www.speedtest.net/>

*Screenshot example:



3





Japan International Cooperation Agency

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CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport / Official ID	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization



Japan International Cooperation Agency

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Application form for the JICA Knowledge Co-Creation Program:

Form 1 OFFICIAL APPLICATION FORM

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Course Title (as shown in the GI)

Knowledge Co-Creation Program (Road Administration)

2. Course Number (the number as "xxxxxxxjxxx" shown in the GI)

No. 1 (39) Japan-II/2022

3. Course Duration

From 12/12/2022

to 20/12/2022

(DD/MM/YYYY)

4. Country

Pakistan

5. Organization

Sindh Mass Transit Authority (SMTA), Government of Sindh

6. Name of the Nominee(s)

1) Shakeeb Memon

3)

2)

4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date: 20/09/2022	Signature:	
Name: Shakeeb Memon		
Title / Position: Sub Engineer Infrastructure		
Department / Division: Sindh Mass Transit Authority (SMTA)		Official Stamp
Office Address and Contact Information: Address: House No. D-43 & D-43/1, Shahra-e-Ghalib, Block 2, Clifton, Karachi		
Tel: +92-21-99332207	E-mail: shakeebmemon110@gmail.com	Fax:

(if necessary) Confirmation by the organization in charge

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date: 28 th September 2022	Signature:	
Name: ALTAF SAKIO		
Title / Position: MD SMTA		Official Stamp
Department / Division:		



Japan International Cooperation Agency

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Department / Division

Sindh Mass Transit Authority (SMTA)

Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points: 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

All of above.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

The candidate will be able to address new challenges and its handling etc to success of organization.

By nominator (head of relevant department/division)

Date

28th Sept 2022

Name and Title/Position ALTAf SARIO, MD SMTA

Signature



Japan International Cooperation Agency

CONFIDENTIAL

Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title: (as shown in the GI)

Knowledge Co-Creation Program (Road Administration)

2. Course Number: (the number as "xxxxxxxxxx" shown in the GI)

No. 1 (39) Japan-II/2022



3. Personal Information on Applicant

1) Name of Applicant (as shown in the passport)

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname

M E M O N

First Name

S H A K E E B

Middle Name

2) Nationality (as shown in the passport)	Pakistani				
3) Sex	(<input checked="" type="checkbox"/>) Male		(<input type="checkbox"/>) Female		
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)	
	16	APRIL	1978	44	

5) Passport

Passport possession	(<input checked="" type="checkbox"/>) Yes	(<input type="checkbox"/>) No	Expiry date of passport	Date	Month	Year
				26	02	2031



Japan International Cooperation Agency

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6) Contact Information

Private	Address: <u>Indus Bungalow House No. B1/148, Mohalla Mir Hasanabad Latifabad, Hyderabad</u>	
	TEL*:	Mobile*: <u>+92-321-3019598</u>
	FAX*:	E-mail: <u>shakeebmemon110@gmail.com</u>
Office	Address: <u>House No. D-43 & D-43/1, Shaha-e-Ghalib, Block 2, Clifton, Karachi</u>	
	TEL*:	Mobile*: <u>+92-300-2181035</u>
	FAX*:	E-mail: <u>shakeebmemon@gmail.com</u>
Emergency Contact	Name: <u>Wasim Memon</u>	
	Relationship to you Brother:	
	Address: <u>Indus Bungalow House No. B1/148, Mohalla Mir Hasanabad Latifabad, Hyderabad</u>	
	TEL*:	Mobile*: <u>+92-305-3100700</u>
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization	<u>Sindh Mass Transit Authority (SMTA) Government of Sindh</u>		
Year that entered the organization	<u>2017</u>		
Department / Division	<u>Infrastructure Department</u>		
Title	<u>Sub Engineer Infrastructure</u>		
No. of years of service in the present position	Years	From (Month/Year)	
	<u>5</u>	<u>3</u>	
Type of Organization	(<u>✓</u>) National Government () Local Government () Public Enterprise () Private (profit) () NGO/Private (Non-profit) () University () Other : _____		
Number of employees	<u>32</u>		
Website URL			

【Questionnaire on Relationship with the Military】

*If your organization and/or your status is related to the Military, please mark with ✓ or X below in the () which best describes the relationship.

() the Military, an active military personnel or a military personnel listed in the muster roll/military register
() an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
() the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
() an civilian organization but with military personnel or a military division within the organization
() an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment



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4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

Organization	City/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		
Ashraf D Baloch	Sakrandi/ Pakistan	2002	2005	Site Incharge (Civil)	Oversee the site
NDC/ECIL	Sindh/Pa kistan	2005	2007	Jr Engineer (Civil)	Oversee the canal and road bridges
ECIL	Tharpark ar/Pakist an	2008	2009	Asst RE (Civil)	Monitor / Supervision of the road works

2) Academic Background (University, College or Higher Education)

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		
Quaid e Awam University	Nawabsh ah/Pakist an	1997	2002	BE (Civil)	Civil Engineering
Qasimabad College	Hyderabad/ d/Pakista n	1995	1996	Higher Secondary Education	Pre Engineering
Govt. Madarsah High School	Nosherofi roz/Pakist an	1993	1994	Secondary Education	School Science

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)					
Listening	() Excellent	(✓) Good	() Fair	() Poor	
Speaking	() Excellent	(✓) Good	() Fair	() Poor	
Reading	() Excellent	(✓) Good	() Fair	() Poor	
Writing	() Excellent	(✓) Good	() Fair	() Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					



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[ONLINE VERSION]

Shabeel Memon.

**Application Guideline for
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none">• To be filled by you and your supervisor*• To be signed by your supervisor• Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

* Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in English,
- (d) To use “√” or “X” to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport/ Official ID,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

To
THE DEPUTY DIRECTOR ADMINISTRATION
SMTA.

SUBJECT : EXPLANATION AGAINST ABSENTEE.

It is submitted that the undersigned is a regular officer and remained present at office however , the position of sub-Engineer is related to field and in present post I have attending P & D department regarding PC-1 for signals and visits of junctions/ Sites as directed .

It is therefore, requested that the name of undersigned be excluded from the list of absentees as well as from letter No SMTA/Explanation /2023/1585 dated 7th April 2023


SHAKEEB MEMON
SUB-ENGINEER
SMTA

*Shakeeb s/o A. C. S. -
DD (Planning)*

To,
The Managing Director,
Sindh Mass Transit Authority,
Karachi.

Subject: PATERNITY LEAVE APPLICATION FOR 15 DAYS.

Respected Sir,

Most respectfully, it is submitted that my wife and i are happy to be expecting our second child, due to be born in August. I am writing this application to request a paternity leave of 15 days to care for my family I do not have any of my family members or relatives in the city they are living at Hyderabad.

Therefore, I would like to use all my paternity leave of 15th days w.e.f. 28/08/2023 to 11/09/2023.

During my absence from work, I will always be available over phone as well as mail so that my colleagues can get in touch with me and the work does not suffer in my absence.

Therefore, i request you to grant me the paternity leave

Thanking in anticipation
Sincerely,

Shakeeb Memon
Sub Engineer,
SMTA

OFFICE OF MANAGING DIRECTOR
SECRETARIAT SMTA
Dispatch: Dir (A&F)
Received: _____
Dairy No. 1997
Date: 21-8-23

*As recommended allowed
for 10 days*

21/8

Dir A&F